

JOB REQUEST - CREATE, CHANGE, DELIMIT

MCP 011 (NEW 6/2012)

**ATTN: MyCalPAYS OPERATIONS**

SCO Personnel-Payroll Services Division

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MAINTAIN JOB

Pay Letter # (4)	Pay Letter Issue Date(8)	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Delimit		Effective Date (8) MM/DD/YYYY
Job ID(8)	Job Abbreviation (18)	Job Name (40)		
Job Title (160)				
Pay Grade / Pay Scale Type (2) (Salary Setting Authority)	Pay Grade / Pay Scale Area (2) (CBID)	Pay Grade / Pay Scale Group (4) (Class Code)	Exempt/Non Exempt? <input type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	
MCR Designation(1)	Probation Period Length (2)	Probation Review Period (1)	Non-Testing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Authority Entitlement (40)	Footnotes (2)	Alternate Range Criteria (3)	Schematic Code (4)	
SOC Code (7)	Work Week Group (1) Pay	Pay Change(2) (% or Flat Rate)	Category Code G - General Salary Increase R - Realignment	Increase Type (1)

MAINTAIN PAY SCALE

Pay Grade / Pay Scale Type (2) (Salary Setting Authority)		Pay Grade / Pay Scale Area (2) (CBID)		Pay Grade / Pay Scale Group (4) (Class Code)
Pay Frequency	SISA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Pay Grade / Pay Scale Level	Pay Grade / Pay Scale Level Minimum	Pay Grade / Pay Scale Level Maximum
		Pay Grade / Pay Scale Level	Pay Grade / Pay Scale Level Minimum	Pay Grade / Pay Scale Level Maximum
		Pay Grade / Pay Scale Level	Pay Grade / Pay Scale Level Minimum	Pay Grade / Pay Scale Level Maximum
		Pay Grade / Pay Scale Level	Pay Grade / Pay Scale Level Minimum	Pay Grade / Pay Scale Level Maximum
		Pay Grade / Pay Scale Level	Pay Grade / Pay Scale Level Minimum	Pay Grade / Pay Scale Level Maximum

DELIMIT JOB

NOTE: The necessary employment/employee actions must be taken before delimiting a job.

Delimit Effective Date(8)	Schematic Code(4)
Job ID(8)	Job Title(160)

Authorized Signature

Certification for the Appointing Power-*The foregoing additions to, deletions from, or changes in the original payroll roster of the herein named state agency are true, correct, and in accordance with law. As modified to date by payroll roster charges filed with the State Controller, to and including the within, said original payroll roster is true, correct, and in accordance with law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved, established positions and have, if required by law, taken the oaths, including the oath set forth in Section 3103, Government Code.*

Department of Personnel Administration (DPA) Authorized Name (Print)	Title	
DPA Authorized Name Signature	Telephone	Date

Form Submitted By

Contact Name (Print)	Date
Telephone	Fax
	Email